

Special Meeting
Finance Committee – Full Board
Tuesday, June 29, 2010
6:00pm
Chowan County Public Safety Center
305 West Freemason Street

MINUTES

The Chowan County Board of Commissioners held a special meeting on Tuesday, June 29, 2010 at the Chowan County Public Safety Center, 305 West Freemason Street Edenton NC. Present Chairman Eddy Goodwin, Vice Chairman Emmett Winborne, Commissioners Keith Nixon, Kenny Goodwin, Ralph Cole, Jimmy Alligood and Louis Belfield. Staff Present Finance Officer Lisa Jones; Human Resources Officer Carrie Byrum and Board Clerk Susanne Stallings.

Chairman Eddy Goodwin called the meeting to order and led the group in the pledge followed by the invocation.

Public Comment

Chairman Eddy Goodwin asked for any public comment in accordance with NCGS 153A-52.1 There was none.

Consent Agenda

BA-0910-141 (Revised Amount)

3433	Emerg Mngmt \$ 4,220	Decrease revenue from NC Dept of Crime Control & Public Safety for Hazard Mitigation grant program. Grant ends 6/30/2011 (this will be grant carryover for FY 2010-11)
4331	Emerg Mngmt \$ 4,220	Decrease expense for Hazard Mitigation grant program costs

BA-0910-152

3414	Tax	\$ 3,000	Decrease revenue from tax over payments
4140	Tax	\$ 3,000	Decrease expense for refund of tax overpayments (revenue & expense over-projected)

BA-0910-153

3616	Sr Center	\$ 55,000	Decrease revenue from Senior Center registration fees for senior trips and activities
4268	Sr Center	\$ 55,000	Decrease expense for senior citizen participant travel expense for trips and activities (revenue & expense over-projected)

BA-0910-154

3986	GF Contrib.	\$ 6,191	Decrease contribution from Fire Fund for fire inspectors wages and fringe
4331	Safety	\$ 6,191	Decrease expense for fire inspectors wages & fringe (expense over-projected)

BA-0910-155

3839	Sheriff	\$ 2,917	Increase revenue from insurance proceeds received for 6/1/10 motor vehicle accident
4310	Sheriff	\$ 2,917	Increase expense to repair vehicle

BA-0910-156

3431	Sheriff	\$ 19,500	Decrease revenue from special donations and Federal and State drug seizure revenue
4317	Sheriff	\$ 19,500	Decrease expense for Sheriff donation special expense and authorized Federal & State drug seizure expenses (revenue over-projected)

BA-0910-157

3591	School	\$ 9,000	Increase revenue for fines & forfeitures received from the Clerk of Court
5910	School	\$ 9,000	Increase expense to remit fines & forfeitures to Edenton-Chowan Schools per GS 115C-452 (revenue under-projected)

BA-0910-158

3591	Fund 45	\$36,695	Decrease revenue from lottery proceeds for JAHHS roof replacement
5913	Fund 45	\$36,695	Decrease expense for contractor actual expense on project (Project 100% complete)

**EDENTON/CHOWAN HIGH SCHOOL ROOFING PROJECT
AMENDED CAPITAL PROJECT ORDINANCE**

BE IT ORDAINED by the Governing Board of Chowan County, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized is the repair of the roof of John A. Holmes High School to be financed by lottery proceeds.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

45-5913-600	Contracted Services-Gallop Roofing & Remodeling	<u>\$ 88,305.00</u>
		<u>\$ 88,305.00</u>

Section 4. The following revenues are anticipated to be available to complete this project:

45-3591-234	Lottery Proceeds	<u>\$ 88,305.00</u>
		<u>\$ 88,305.00</u>

Section 5. The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, grant agreements and federal regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7. The Finance Officer is directed to report, on a quarterly basis, on the financial status of each project element in Section 3 and on the total grant revenues received or claimed.

Section 8. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board.

Section 9. Copies of this capital project ordinance shall be furnished to the Clerk of the Governing Board, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 29th day of June, 2010

BA-0910-159

3414	Town Tax	\$30,000	Increase revenue from Town of Edenton tax collections
4140	Town Tax	\$30,000	Increase expense to disburse tax collections received to the Town of Edenton (revenue & expense over-projected)

BA-0910-160

3495	EFNEP	\$ 2,038	Decrease revenue from Hospital Foundation grant received In FY 09-10 to be reclassified to deferred revenue to be Carried over to FY 10-11 for the operation of the Fitness Arcade
4952	EFNEP	\$ 2,038	Decrease expense for EFNEP program expenses

BA-0910-161

3612	Recreation	\$18,890	Decrease revenue for Hospital Foundation grant recieved
61320	Recreation	\$18,890	Decrease expense for fitness arcade operations

BA-0910-162

3438	Animal Control	\$ 500	Increase revenue from donations received for SPCA donations
4380	Animal Control	\$ 500	Increase expense to disburse donation received for the SPCA

Chairman Eddy Goodwin asked for any questions or comments on item a.

Commissioner Kenny Goodwin asked for clarification on the recreation position.

Commissioner Nixon clarified that the position is grant funded and will be revisited by the Board when the grant expires.

Commissioner Winborne asked for clarification on the management and supervision of fire inspectors.

Ms. Jones stated that the salaries are paid from the Fire Fund.

Commissioner Kenny Goodwin stated his concern with the time claimed for inspections.

Ms. Jones stated the time sheets are submitted to the Chief Building Inspector.

Chairman Eddy Goodwin stated this would be discussed at the committee level.

b. Beaver Management Assistance Program

Per the FY 2010-11 budget, Chowan County will not participate in the Beaver Management Assistance Program for the FY 2010-11 year.

c. Colleton Software

The new billing company as part of its Medicare 855B application and EFT Agreement and EDI paperwork require information of an individual who provides billing oversight, including their social security numbers are required for electronic reimbursement. Staff recommends that EMS Director, Colin Ryan to be appointed designee to provide this information to the billing company as part of the agreement.

d. East Carolina Behavioral Health

On March 1, 2010 the Board resolved by vote to join East Carolina Behavioral Health area authority to provide mental health, substance abuse and developmental disabilities services for Chowan County pursuant to NCGS §122C-115. The Board is asked to consider the attached resolution requesting East Carolina Behavioral Health Membership

and approval of the resolution to approve the composition of the Board of Directors as a formality.

RESOLUTION REQUESTING MEMBERSHIP IN
EAST CAROLINA BEHAVIORAL HEALTH LME

WHEREAS, Chowan County is currently a member of Albemarle Mental Health Center & Developmental Disabilities & Substance Abuse Services (AMHC); and

WHEREAS, Albemarle Mental Health Center Development Disabilities & Substance Abuse Services (AMHC) has experienced past operational and financial difficulties; and

WHEREAS, the North Carolina Department of Health & Human Services' Division of Mental Health, Developmental Disabilities & Substance Abuse Services (DMH/DD/SAS) assumed management responsibility of AMHC in January, 2009; and

WHEREAS, AMHC may become a non legal entity and will not be able to provide Local Management Entity (LME) mental health services to Chowan County citizens sometime after July 1, 2010; and

WHEREAS, mental health services will continue to be needed by the citizens of Chowan County after the dissolution of AMHC; and

WHEREAS, DMH/DD/SAS has contracted with East Carolina Behavioral Health (ECBH) to provide LME services for Chowan County; and

WHEREAS, ECBH has established a LME presence under a management contract with DMH/DD/SAS in Chowan County since July 1, 2009;

WHEREAS, ECBH has indicated that it is open to establishing a permanent legal contract with Chowan County to provide LME mental health services in the county; and

WHEREAS, ECBH will prepare a quantitative mental health needs assessment and prepare a strategic plan to address those mental health needs in Chowan County; and

WHEREAS, ECBH is exploring the opportunity to make available to Chowan County a seat on ECBH's Board of Directors.

NOW THEREFORE BE IT RESOLVED that the Chowan County Board of Commissioners declares its desire to become a member of ECBH and to enter into a formal permanent contract membership arrangement with ECBH to become effective July 1, 2010.

ADOPTED this the 29th day of June, 2010.

RESOLUTION REGARDING THE COMPOSITION OF THE
BOARD OF DIRECTORS FOR EAST CAROLINA BEHAVIORAL HEALTH

WHEREAS, Albemarle Mental Health Center, Developmental Disabilities, Substance Abuse Services ("AMHC"), is a Local Management Entity as that term is defined by N.C.G.S. § 122C *et. seq.*, serving a catchment area comprised of the Counties of Camden, Chowan, Hyde, Pasquotank, Tyrrell, Currituck, Dare, Martin, Perquimans, and Washington; and

WHEREAS, AMHC shall dissolve effective July 1, 2010 and the counties within its catchment area shall consolidate with East Carolina Behavioral Health ("ECBH") a Local Management Entity as that term is defined by N.C.G.S. § 122C *et. seq.*, serving a catchment area comprised of the Counties of Beaufort, Bertie, Craven, Gates, Hertford, Jones, Northampton, Pamlico and Pitt; and

WHEREAS, ECBH is required to have an Area Board comprised pursuant to N.C.G.S. §122C-118.1 and has determined that its Board shall be comprised of twenty-four (24) members, consisting of one (1) County Commissioner from each County within ECBH's catchment area and five (5) additional members appointed by the above nineteen (19) County Commissioners;

BE IT RESOLVED, that _____ County shall appoint one (1) County Commissioner as a member of the ECBH Area Board.

BE IT RESOLVED FURTHER that the _____ County Commissioners shall coordinate with ECBH and the other County Commissioners within ECBH's catchment area to ensure that the Area Board appointments are in accordance with N.C.G.S. §122C-118.1; specifically, that the appointments take into account sufficient citizen participation, representation of the disability groups, and equitable representation of participating counties and that the Area Board includes two (2) individuals with financial expertise, an individual with expertise in management or business, and an individual representing the interests of children.

e. Designee for Plat Signature

The Planner in the past has been the Board's agent-designee to sign plats certifying approval for recording as well as signing on the certificate for the Voluntary Ag District requirement. The Board would need to appoint the contracted planner, Morgan Jethro as their designee to sign plats for approval.

f. Sr. Health Ins. Grant Application

Sheri Farless with Cooperative Extension will apply for a \$2,800 grant for Sr. Health Insurance Information Program, reward for NC Cooperative Extension Service for working with its residents on Medicaid and Medicare plans. There is no local monies or match required to receive the grant award. The Board is asked to consider approval of the application for the grant monies.

FY09-10 Clean up

Commissioner Nixon asked if the Board could be provided information on the monies from FY 09-10 turned in by the departments. Ms. Jones said she would have this at the next meeting. She added that no department to department transfers were needed.

Being no further discussion on the consent agenda, Commissioner Cole moved that the Board approve the consent agenda as submitted. Chairman Eddy Goodwin asked for all in favor, the motion passed unanimously (7-0).

Probation Reimbursement and Termination of Lease

Ms. Jones presented two items submitted by the state. She stated the first item was a mutual termination of the lease agreement for the Probation/Parole office located at 203 South Broad Street Edenton, NC.

Chairman Eddy Goodwin stated that Probation/Parole has informed the county that the potential location for Probation/Parole is inadequate. He stated that the County is housing a regional supervisor. He noted the County is required to house probation offices but not regional offices.

Commissioner Nixon stated that a letter dated May 12, 2010 from Mr. Rascoe states the County would pay back the lease. The state paid the rent and the monies now due are \$5,161.00. He asked Ms. Jones if the money is available in the FY09-10 budget.

Commissioner Winborne moved that the Board approve the first part of the request to terminate the lease. Chairman Eddy Goodwin asked for all in favor, the motion passed unanimously (7-0).

Chairman Eddy Goodwin stated that he thought the State was going to pay the rent for Jan-June 2010.

Commissioner Nixon stated he thought that legislators were working on this but the money is now due. He stated he preferred the County pay the debt now if there are monies remaining in the FY09-10 budget. He then moved that the Board pay \$5,161.02 in the following budget amendment using the following line items of the FY09-10 budget:

11-5390-685-00

11-3524-230-00

BA-0910-163

3524	Prob Rent	\$ 5,162	Decrease revenue from Dept of Corrections for probation office rent received Jan – Jun 2010, but required to pay back
5390	Social Svcs	\$ 5,162	Decrease expense for foster care assistance due t non use of funding to reimburse probation office rent

Chairman Eddy Goodwin asked for all in favor, the motion passed unanimously (7-0).

Board Appointment

Commissioner Ralph Cole is eligible for reappointment to the DSS Board. Commissioner Kenny Goodwin moved that the Board approve the reappointment. Chairman Eddy Goodwin asked for all in favor, the motion passed unanimously (7-0).

Appointment of Interim Manager

Commissioner Belfield moved that the Board hire Mr. Paul B. Parker as the interim Manager for Chowan County effective July 1, 2010. Mr. Parker's would be employed at will as the interim Manager with a salary of \$75,000 annually and Mr. Parker would reside in the Red Banks Farm House owned by Chowan County.

Chairman Eddy Goodwin asked for all in favor, the motion passed unanimously (7-0).

Board Clerk Susanne Stallings then administered the oath to Mr. Parker. (a copy of the oath is in the meeting file labeled June 29, 2010).

Chairman Eddy Goodwin gave background information on Mr. Parker.

Board Appointment – Library

Board Clerk Susanne Stallings stated the Library Board of Trustees has requested that Ann Parrish be appointed. Commissioner Alligood moved that the Board appoint Ms. Parrish. Chairman Eddy Goodwin asked for all in favor, the motion passed unanimously (7-0).

DSS Indirect cost plan

Ms. Jones provided the Board with a memo from Maximus on the indirect costs for DSS being housed in Chowan County. The amount was \$352,379.00.

Contribution to School

Commissioner Nixon stated that in the FY 09-10 budget the Board transferred \$370,000 to the schools. He stated that at the time the Board promised to address the sales tax if it increased during the year because projections for sales tax were conservative. He stated that looking at the numbers for Art. 40 & 42 there will be an increase in revenues. He stated that in FY 10-11 schools requested \$440,000 which the Board was not able to accommodate. He stated that the Board however is able to put the monies in the school reserves and carry it over until the FY10-11 budget. He stated that to be conservative he would recommend transferring \$50,000 to the school current expense as a good faith effort.

Chairman Eddy Goodwin stated his concern with the reserves still held by the school. He noted that the schools will also have Land Transfer monies in FY10-11.

Commissioner Kenny Goodwin stated he felt the Board was keeping its promise from the FY09-10 budget planning.

Commissioner Nixon added that he would have to increase Article 40 and 42 to equal \$50,000 and decrease the contribution from General Fund \$50,000.

Chairman Eddy Goodwin asked if this would impact the books negatively.

Ms. Jones said no.

Commissioner Nixon stated that after doing research and cutting the schools the first year because of the County's financial situation, this contribution would bring Chowan County

Schools to a cost per student equivalent to the neighboring counties. He stated he hoped that the Board would be able to gradually increase the contribution and work together with the school board. Commissioner Nixon stated that his recommendation was in the form of a motion.

BT-0910-013

9841	Gen Fund		
	Contribution	\$ 50,000	Decrease general fund contribution to school capital project fund due to sales tax collections received over projected budget
5911	School Current		
	Expense	\$ 50,000	Increase expense to Edenton-Chowan Schools for school current expense

BT-0910-014

40-3591	Gen Fund		
	Contribution	\$ 50,000	Decrease contribution from General Fund
40-3232			
40-3233	Sales Tax Rev	\$ 50,000	Increase revenue from sales tax collections

Chairman Eddy Goodwin asked for all in favor, the motion passed (6-1 Winborne).

Executive Session

Commissioner Alligood moved that the Board go into executive session to discuss personnel items. Chairman Eddy Goodwin asked for all in favor, the motion passed unanimously (7-0).

The minutes of the executive session are sealed.

Commissioner Alligood moved to close the executive session. Chairman Eddy Goodwin asked for all in favor, the motion passed unanimously (7-0),

Being no further business before the Board, the meeting was adjourned.

Chairman
Eddy Goodwin

Clerk